Michigan Ballot Production Standards

MICHIGAN DEPARTMENT OF STATE
Bureau of Elections

May 2008

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I.   INTRODUCTION

The integrity of Michigan's elections system is wholly dependent on the performance of the voting equipment used to support the system. Given the fact that optical scan technology relies on a physical ballot, the functionality of the voting equipment is greatly compromised if the ballots are not prepared in conformance with all applicable laws, rules and technical standards. As a consequence, the standards detailed in this document are compulsory and must be observed by vendors and election officials when preparing ballots for the administration of all Michigan elections.

Our goal is to ensure 1) uniform conformance with all applicable provisions of Michigan election law and the Rules Promulgated for the Administration of Electronic Voting Systems and 2) that all ballots prepared for an election will properly interface with the optical scan tabulation equipment and AutoMARK Voter Assist Terminals. While the majority of the standards included in this document are based on law and promulgated rules, a portion of the information is voting system specific.

To assist with the understanding of the ballot production standards, ballot samples are provided in APPENDIX B. The samples reflect a variety of Michigan election types including: 1) an open primary 2) a general election 3) a special election 4) city primary 5) a village election and 6) a May election.

Section XX of this document addresses the voting system specific technical standards. The technical standards are presented as a "summary" of the ballot production standards which are comprehensively addressed in separate documents maintained and distributed by the manufacturers of the voting systems. Questions regarding the technical standards should be directed to the manufacturer of the optical scan voting system involved.

II.   Paper and Ink Specifications

All paper and ink specifications provided by the voting equipment manufacturers must be closely observed. Special attention must be paid to perforation, score and fold specifications. Please refer to the manufacturer's technical standards for additional information.

Vendors who produce ballots for use with the optical scan voting systems should exercise special care to ensure that the ballots are fully compatible with the AutoMARK Voter Assist Terminals. As certain ballot production methods can result in the "pooling" of ink on the ballots when marked with an AutoMARK terminal, the conduct of appropriate testing procedures to avoid such problems is extremely important. If left unchecked, the ink-pooling problem can lead to optical scan tabulator failures.

III.   Technical Reminders

- Do not place thick bold lines, folds or score lines near ovals or arrows.

- ID bars and channel code bars must not touch the ballot cut marks.

- Where shading is required, the lightest shade of gray must be used.

- Avoid print washout (skips in ink or faded ink).

- When cutting ballots, take appropriate measures to ensure that the cut is not skewed.

- When perfing ballots, take appropriate measures to ensure that the perforation is not skewed.

- All tabulators and AutoMARK terminals must be tested prior to each election to ensure that the equipment will accept ballots that contain a perforated ballot stub.

- Ballots may not exceed 20 inches in length, without the ballot stub.

- Font size should not be smaller than 8 point.

IV.   Consolidated Election Dates

The conduct of all federal, state, county, city, township, village and school elections are restricted to four dates each year: the fourth Tuesday in February and the first Tuesday after the first Monday in May, August and November. Exceptions are provided for:

- cities that acted to maintain a previously established September primary;

- villages that opted to fill their elective offices in September in odd-numbered years;

- special elections called under the State Constitution by the Governor and the State Legislature; and

- school districts, intermediate school districts and community college districts that wish to present a millage proposal, bond proposal or a proposal to borrow funds on a date other than one of the four "fixed" election dates. (Certain limitations apply.)

V.   Primary Elections

The following rules must be observed when determining if a primary must be held within a jurisdiction.

Partisan Offices - A primary must be held if there is a "contest" <u>within a political party</u> (i.e., two or more candidates of the <u>same political party</u> file for the same office). In this case, all of the offices are shown on the ballot. Note the following:

- If a primary must be held because of a "contest" under one of the parties qualified to appear on the primary ballot – and at least <u>one filing</u> for an office was received from a candidate affiliated with the other party qualified to participate in the primary – both parties are placed on the primary ballot and general election ballot. All offices are shown for both parties.

- If a primary must be held because of a "contest" under one of the parties qualified to appear on the primary ballot – but <u>no filings</u> were received from candidates affiliated with the other party qualified to participate in the primary – the party for which no filings were received does not appear on the primary ballot or the general election ballot.

Primary and general election ballots must contain instructional language that reflects the number of parties on the ballot. Instructional language, which has been drafted to accommodate single-party primary and general election ballots is available from the Department of State's Bureau of Elections.

Non-Partisan Offices - A primary must be held if there is a "contest" for any office (i.e., <u>more than twice the number</u> of candidates to be elected to an office file for an office). Examples: Three candidates file for a "vote for 1" office; five candidates file for a "vote for 2" office; seven candidates file for a "vote for 3" office. In this case, <u>only</u> those offices in which a contest exists are shown on the ballot.

VI.   Election Types and Ballot Headings

The standard election types are:

- **Primary Election** (refers to even numbered year state primary)

- **General Election** (refers to even numbered year state general election)

- **City Primary Election** (refers to odd numbered year city primary)

- **City General Election** (refers to odd numbered year city general election)

- **Village Election** (refers to odd numbered year September village election)

- **Special Election** (refers to elections at which <u>only</u> proposals are presented)

<u>For all other elections</u>, the date of the election serves as the election type, i.e.: "Tuesday, February X, 2007 Election" or the "Tuesday, May X, 2008 Election." (Not new but should probably be reinforced)

The following ballot heading formats are provided as examples of the above listed election types:

OFFICIAL BALLOT
Primary Election
Tuesday, August X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
General Election
Tuesday, November X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
City Primary Election
Tuesday, August X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
City General Election
Tuesday, November X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
Village Election
Tuesday, September X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

Whenever an election is scheduled for the sole purpose of voting on one or more proposals, the heading of the ballot must reflect the fact that this is a "Special Election." The following ballot heading format is provided as an example:

OFFICIAL BALLOT
Special Election
Tuesday, February X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

As mentioned above, the implementation of "consolidated elections" has resulted in the sharing of certain ballots and election dates. For this reason, ballots prepared for elections held in February or May generally do not reflect a specific election type. The following ballot heading format is provided as an example:

OFFICIAL BALLOT
Tuesday, May X, XXXX Election
County Name, Michigan
Jurisdiction Name, Precinct Number

<u>**Additional Notes**</u>

Consolidated Elections - With the implementation of Michigan's "consolidated elections" legislation, instances where multiple governmental units must share the same ballot are common. To accommodate such instances and to avoid confusion, the names of the governmental units sharing the ballot are not reflected in the heading of the ballot. Instead, the name of each participating jurisdiction or school district is reflected in the <u>body of the ballot</u> directly above the number of votes allowed for the office or above the text of the proposal, as applicable. Example:

SCHOOL BOARD MEMBER
Lansing Public School District

Vote for not more than 1

County Name - The name of the county printed in the heading of the ballot reflects the county in which the polling location is located. The printing of <u>multiple county names</u> in the heading of the ballot is only required if the voters of more than one county are assigned to a single precinct. In this case, the names of all counties involved must be listed.

Jurisdiction Name – The <u>name of the jurisdiction</u> printed in the heading of the ballot reflects the name of the jurisdiction in which the polling place is located. (The name of the school district is reflected in the body as noted above.)

Precinct Number – The precinct numbers printed in the heading of the ballot reflect the precincts established by the city or township for the conduct of state and federal elections. The following exceptions may apply:

- **September Village Election** – The precinct numbers established by the village election commission are printed in the heading of the ballot. For all other village elections, the precinct numbers established by the township(s) for the conduct of state and federal elections are printed in the heading of the ballot.

- **May Election** – The precinct numbers established by the county or local election commission are printed in the heading of the ballot. As an exception, if unique school based precincts are established by the county or local election commission for the conduct of elections at which school board members are elected, school precinct numbers are printed in the heading of the ballot.

- **Single Precinct Jurisdictions** - If the number of registered voters within a city, township or village is less than 2,999, and the jurisdiction is not divided into two or more precincts, the entire jurisdiction is contained within one precinct which is printed on the ballot as "Precinct 1." MCL 168.654 states, in part, "…When not divided according to law into 2 or more election precincts, each organized city, ward, township and village shall be an election precinct."

- **Precincts Established by Ward –** In the event that a city charter calls for the establishment of one or more wards, each ward shall be divided into one or more precincts. If the precinct numbers within each ward begin with 1, both the ward and precinct number must appear in the heading of the ballot as follows:

  City of X, Ward 1, Precinct 1

  If a unique precinct number is assigned to all precincts within the city, so that no two precincts share the same number, a reference to ward is not required.

- **"Temporary" Precinct Consolidation** – In the case of a "temporary" precinct consolidation, the precinct numbers of all precincts wholly contained within the consolidated precinct are printed in the heading of the ballot. Example: Precincts 1, 2 & 3.

- **Split Precincts** – The following naming convention is used to distinguish ballots that will be issued to voters assigned to a precinct comprised of more than one political subdivision (i.e., legislative district, county commission district, city ward, school district and village). Example: Precinct 1A; Precinct 1B. An alpha character, which immediately follows the precinct number listed in the heading of the ballot, is used to identify each of the unique ballot styles issued within the precinct.

  In addition to the above required naming convention, a variety of optional methods may be used to distinguish the various ballot styles that will be issued within a single precinct. The QVF software offers the ability to assign up to a 5 character alpha or numeric code that will appear next to each voters name on the QVF precinct list. Example: Blue or LPS (Lansing Public Schools). This same feature is available when using the QVF to generate mailing labels via mass application. Many ballot printers also offer ballot stub color striping and alpha and/or numeric coding of ballot serial numbers. Example: Blue strip or LPS 0001 (Lansing Public Schools - ballot serial # 1).

- **Shared Ballot Styles –** If a single ballot style will be shared by more than one city, township or school district, each precinct in which the ballot style will be issued must be listed on the face of the ballot as follows:

  City X - Precincts 1 – 12
  Township X – Precincts 1 – 5
  Township XX – Precinct 1

  In this case, the precinct number in which the ballot is issued must be manually written or stamped on each ballot prior to the ballot being issued.

VII.   Ballot Instructional Language

The following ballot instructional language must be used as appropriate for the type of election involved. As depicted below, in instances where the ballot does not contain a partisan section, a nonpartisan section and/or a proposal section, the instructions must be modified as appropriate. The voting instructions may be printed on the detachable ballot stub to gain space if needed for ballot layout purposes.

PRIMARY

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

--OR--

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: There are two party sections on the ballot: Republican Party and Democratic Party. Select the party section of your choice. **YOU MAY VOTE IN ONE PARTY SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

GENERAL ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

> **Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.

> **Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice.

> **Mixed Ticket:** Vote for the individual candidates of your choice in each office.

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

NON-PARTISAN ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the

oval) or (complete the arrow). Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

SPECIAL ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: [insert graphic here]**.**

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

VIII.   Instructional Modification Notes

Certain modifications to the instructional language must be made to accommodate the following situations:

- The following instructional language is <u>only required</u> on ballots prepared for general elections at which the straight party option is required.

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

> **Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.

> **Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice.

> **Mixed Ticket:** Vote for the individual candidates of your choice in each office.

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

- If the ballot will be produced with the detachable ballot stub at the bottom of the ballot <u>and</u> the voting instructions will be printed on the stub, the words **"REFER TO VOTING INSTRUCTIONS BELOW"** must be printed across the top of the ballot.

- If a special general election to fill a vacancy in an office will be held in conjunction with a partisan primary, the following instructions must be printed immediately above the instructions for casting a write-in vote:

  SPECIAL GENERAL ELECTIONS held to fill partial terms must be voted separately.

  In addition, the words, **"SPECIAL GENERAL ELECTION"** must appear directly above the office division in boldface upper case type and centered in a shaded box.

- The words, **"VOTE BOTH FRONT AND BACK OF BALLOT"** should appear at the bottom of both sides of all ballots.

IX.   Presentation of Ballot Labels and Office and Proposal Divisions

The following standards must be observed:

- Ballot labels are needed whenever there is more than one section to the ballot. Ballot labels must be printed in boldface upper case type and centered in a shaded box (e.g., **"PARTISAN SECTION," "NONPARTISAN SECTION," "PROPOSAL SECTION"**).

- Office and proposal divisions must be printed in boldface upper case type and centered in a shaded box in the following order:

  STATE
  CONGRESSIONAL
  LEGISLATIVE
  STATE BOARDS

COUNTY
DELEGATE
CITY (partisan offices)
TOWNSHIP
DELEGATE
JUDICIAL
CITY (non-partisan offices)
VILLAGE
LOCAL SCHOOL DISTRICT
COMMUNITY COLLEGE
INTERMEDIATE SCHOOL DISTRICT
DISTRICT LIBRARY
TOWNSHIP LIBRARY

X.   Presentation of Political Party Vignettes

When preparing partisan primary ballots, the appropriate political party vignette must be printed on the ballot at the top of the column for each political party appearing on the ballot. Similarly, when preparing partisan general election ballots, the appropriate political party vignette must be printed on the general election ballot in the Straight Party section to the left of the name of each political party appearing on the ballot.

Michigan election law, MCL 168.684, requires the state central committee of each political party to prepare and adopt a vignette. The vignette must include the name of the political party. If a vignette change is desired, notice of the change must be certified by the state central committee to the Secretary of State at least 4 months prior to the date of the primary or election. Prior to each even numbered year August primary and November general election the Secretary of State forwards a copy of the official vignette of each political party to all county clerks for placement on the official ballot.

The order in which political parties are presented on the ballot is determined every 4 years. Michigan election law, MCL 168.703, stipulates that the party whose candidate receives the greatest number of votes for the office of Secretary of State shall be placed first on the ballot. The position of other political parties on the ballot is determined based on the same rule; the political party of the candidate that receives the second highest number of votes appears second and the political party of the candidate that receives the third highest number of votes appears third, etc.

Subsequently, political party vignettes are not rotated on the ballot. Information on the order in which political parties appear on the ballot is distributed by the Department of State's Bureau of Elections. Please refer to APPENDIX A for current political party vignettes.

The following standards must be observed:

- Office titles must be printed in boldface uppercase type.

- The order in which offices appear on the ballot is specified under Michigan election law as detailed below. (MCL 168.570a, 697, 699)

PARTISAN BALLOT

State and Federal Offices

> **ELECTORS OF PRESIDENT AND VICE-PRESIDENT OF THE UNITED STATES** (general election ballot only)
> **GOVERNOR AND LIEUTENANT GOVERNOR** (Lieutenant Governor - general election ballot only)
> **SECRETARY OF STATE**
> **ATTORNEY GENERAL**
> **UNITED STATES SENATOR**
> **REPRESENTATIVE IN CONGRESS**
> **STATE SENATOR**
> **REPRESENTATIVE IN STATE LEGISLATURE**
> **MEMBER OF THE STATE BOARD OF EDUCATION**
> **REGENT OF THE UNIVERSITY OF MICHIGAN**
> **TRUSTEE OF MICHIGAN STATE UNIVERSITY**
> **GOVERNOR OF WAYNE STATE UNIVERSITY**

County Offices

> **COUNTY EXECUTIVE** (if elected in county)
> **PROSECUTING ATTORNEY**
> **SHERIFF**
> **CLERK** (if the office has not been combined with the office of Register of Deeds)
> **CLERK/REGISTER OF DEEDS** (if the office of County Clerk and Register of Deeds has been combined)
> **TREASURER**
> **REGISTER OF DEEDS** (if office has not been combined with office of County Clerk)
> **AUDITOR** (if elected in county)
> **MINE INSPECTOR** (if elected in county)
> **COUNTY ROAD COMMISSIONER** (if elected in county)
> **DRAIN COMMISSIONER**
> **CORONER** (if elected in county)
> **SURVEYOR** (if elected in county)
> **COUNTY COMMISSIONER**

City Offices (if elected on a partisan basis; order of offices is governed by the city charter)

Township Offices

SUPERVISOR
CLERK
TREASURER
TRUSTEE
CONSTABLE (if elected in township)
PARK COMMISSIONER (if elected in township)

Precinct Delegate Positions

DELEGATE TO COUNTY CONVENTION

NONPARTISAN BALLOT

Judicial Offices

JUSTICE OF SUPREME COURT
JUDGE OF COURT OF APPEALS
JUDGE OF CIRCUIT COURT
JUDGE OF PROBATE COURT
JUDGE OF PROBATE DISTRICT COURT
JUDGE OF DISTRICT COURT
JUDGE OF MUNICIPAL COURT

City Offices (if elected on a non-partisan basis; order of offices is governed by the city charter)

Township Offices

TOWNSHIP LIBRARY BOARD DIRECTOR (if elected in township)

Village Offices

PRESIDENT
CLERK
TREASURER
TRUSTEE or COUNCIL (per village charter)
VILLAGE LIBRARY BOARD DIRECTOR (if elected in village)

School District and District Library Board Offices

LOCAL SCHOOL DISTRICT BOARD MEMBER
COMMUNITY COLLEGE BOARD OF TRUSTEES MEMBER
INTERMEDIATE SCHOOL DISTRICT BOARD MEMBER
DISTRICT LIBRARY BOARD MEMBER

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XII.   Presentation of Candidate Names, Political Party Designations, Voting Targets, Write-in Positions and the Maximum Number of Votes Allowed

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The following standards must be observed:

- Candidate names must be printed in boldface upper and lower case type. The use of maiden names, combinations of the maiden name and married name, as well as common diminutives of legal names are allowed. Example: "Bob" for "Robert" or "Kathy" for "Katherine." Nicknames and titles are prohibited.

- The names of candidates without political party affiliation who seek election to a partisan office are listed last under each office. In such cases, "No Political Party Affiliation" must be printed on the ballot. The names of such candidates do not appear on partisan primary ballots.

- If one or more candidates for the same office have the same or similar surnames, and a clarifying designation is authorized by the election commission, the designation must be printed in regular upper and lower case type directly below the name of the candidate. (See MCL 168.561 and 168.696(3))

- Clarifying designations, required as the result of a name change, must be printed in regular upper and lower case type directly below the name of the candidate as "Formerly: XXXXXXXX." (See MCL 168.560b)

- The candidates' names and clarifying designations must be justified to the right to avoid any confusion over the vote position assigned to each candidate.

- Political party designations must be printed in regular upper and lower case type directly below the name of the candidate.

- The voting targets must be placed to the right of the candidates' names.

- As the ballot instructions include information on casting a write-in vote, the spaces provided for write-in votes should not be labeled (e.g., "write-in" or "write-in candidate"). Such labeling has led to voter confusion in the past.

- The maximum number of votes allowed for each office must be printed in regular upper and lower case type directly below the office title as follows:

  "Vote for not more than (enter numeral)" e.g.: "Vote for not more than 2"

XIII. Judicial Office Designations, Districts and Divisions

<u>Office Designations</u>

An "office designation" must be placed underneath the name of any <u>incumbent judge</u> who is seeking reelection. (Art. VI, Sec. 24, of the State Constitution)

The incumbent judges who are seeking reelection are coded "INCUM" on the official candidate listing. Two points merit note: 1) it is improper to use the word "Incumbent" to designate incumbent judges on the ballot and 2) incumbent judicial officers are the only elected public officials who are eligible to receive an office designation on the ballot.

The wording of the office designations which must be printed underneath the names of the incumbent judges are provided below:

Justice of Supreme Court
Judge of Court of Appeals
Judge of Circuit Court
Judge of Probate Court
Judge of Probate District Court
Judge of District Court
Judge of Municipal Court

Example: Bob Smith
         Judge of District Court

If in this case a clarifying designation is required as the result of a name change, the office designation must be placed underneath the clarifying designation as "Formerly: XXXXXXXX."

Example: Bob Smith
         Formerly: Bob Smyth
         Judge of District Court

<u>Judicial Districts, Divisions and Alpha Designations</u>

As the titles of certain judicial seats can become quite lengthy, the following examples are offered to demonstrate the placement judicial office titles on the ballot.

JUDGE OF DISTRICT COURT
     1ST DISTRICT
   INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

JUDGE OF COURT OF APPEALS
     1ST DISTRICT
   INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

JUDGE OF PROBATE DISTRICT COURT
      1ST DISTRICT
         INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

Court divisions are represented on the ballot as follows:

JUDGE OF DISTRICT COURT
 1ST DISTRICT, 1ST DIVISION
   INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

District courts that require an alpha designation are represented on the ballot as follows:

JUDGE OF DISTRICT COURT
      45A DISTRICT
   INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

XIV. Full Terms and Partial Terms (Vacancies)

It is not required that term of office information be printed on the ballot unless the same office heading will appear on the ballot multiple times for the purpose of filling multiple full term positions which have different term lengths. In this case, the term of office must appear on the ballot in bold upper and lower case type as follows:

4 Year Term

If a partial term position will appear on the ballot along with one or more full term positions under the same office heading, the partial term position must follow the last full term position. The partial term ending date must appear on the ballot in bold upper and lower case type as follows:

Partial Term Ending XX/XX/XXXX

XV. Presentation of Ballot Proposals

After the question, the words "**YES**" and "**NO**" must be printed in boldface uppercase type on separate lines and must be justified to the right to avoid any confusion regarding the vote position assigned to each choice. A vote position must be placed to the right of the word "**YES**" and to the right of the word "**NO**."

XVI. Ballots Containing a Recall

Special attention must be given to the preparation of ballots which involve a recall. The body must contain a "Statement of Reason" which is followed by the reasons for recall as stated in the heading of the recall petition. If the statement of reason set forth in the petition shall contain more than 200 words, then the statement shall be condensed by the sponsor of the petition for use on the ballot. If the sponsor fails to furnish the condensed statement within 48 hours following written demand, then the statement shall be condensed by the official preparing the ballots.

In addition, the officer whose recall is being sought is afforded the opportunity to submit a "Justification of Office" statement which is printed on the ballot immediately following the "Statement of Reason." The justification shall be submitted to the official preparing the ballot within 72 hours after receipt of the notification. If submitted in the prescribed time, the justification shall be printed on the ballot. The "Statement of Reason" is also limited to no more than 200 words.

The statement "Vote no on the recall" or "Vote yes on the recall" or words of similar import shall not be permitted on the ballot. A part of the reason for demanding the recall of the officer or the officer's justification of conduct in office shall not be emphasized by italics, underscoring, or in any other manner.

The following shall be printed on the ballot:

Shall (Name the person against whom the recall petition is filed) be recalled from the office of (title of the office)? Printed below the question in separate lines in easily legible type shall be the words "Yes[ ]" and "No[ ]."

The "Statement of Reason," "Justification of Conduct" and recall question must be printed in bold upper and lower case type as follows:

TOWNSHIP

XXX TOWNSHIP RECALL

Statement of Reason:

(Exact wording and formatting will be supplied by the township.)

Justification of Conduct: (If submitted by officer)

(Exact wording and formatting will be supplied by the township.)

Shall (insert name of officer) be recalled from the office of (insert name of office)?

YES	**{GRAPHIC}**
NO	**{GRAPHIC}**

XVII. Authority Statement

A statement must appear at the bottom of each ballot that identifies the County Election Commission or Local Election Commission responsible for printing the ballot. This is the responsibility of the unit of government which contracts with the print vendor to perform this work. While the actual costs incurred may be shared by multiple governmental entities (i.e., county, city, township, village, or school district), a single election commission must assume responsibility for ballot printing. Assigning this responsibility to a single governmental entity will ensure the highest levels of efficiency in terms of process and costs.

Given the above, **"Printed by Authority of the** (insert name of county) **County Election Commission"** shall appear at the bottom of <u>all</u> ballots with the following exceptions:

- City primary or election – **"Printed by Authority of the** (enter name of city) **Election Commission."**

- Township election – **"Printed by Authority of the** (enter name of township) **Election Commission."**

- Village election (administered by a township) - **"Printed by Authority of the** (enter name of township) **Election Commission."**

- Village election (administered by a village) - **"Printed by Authority of the** (enter name of village) **Election Commission."**

- School District election (administered by a city, if the school district is wholly contained within the boundaries of a single city) - **"Printed by Authority of the** (enter name of city) **Election Commission."**

- School District election (administered by a city or township, if the city or township "opts in" to administer the election for the voters within the boundaries of the city or township) – "**Printed by Authority of the** (enter name of city or township) **Election Commission**."

XVIII. Candidate Name Rotations

Michigan election law, MCL 168.569a, stipulates that candidate names must be rotated on the ballot in specified instances to eliminate the chance that a candidate may be unfairly advantaged or disadvantaged in an election by his or her position on the ballot.

When rotations are required, the candidate names are rotated from one precinct to the next. Ballot to ballot rotation, formerly employed when paper ballots were used, has been eliminated. If absent voter ballots are processed by absent voter counting boards, each ballot form that

contains identical offices and names is considered a separate precinct for ballot rotation purposes.

When rotation is required: The following outlines when candidate names must be rotated on the ballot:

- Candidate names are rotated on **non-partisan primary ballots and non-partisan general election ballots** in cases where the number of candidates running for an office exceeds the number of candidates to be elected to the office. (If the number of candidates filing for a judicial office in a non-partisan primary is equal to or less than the number of candidates to be elected to the office, the office does not appear on the ballot. If the number of candidates filing for a city office in a non-partisan primary is equal to or less than the number of candidates to be elected to the office, the office does not appear on the ballot unless otherwise provided under the city charter. If the number of candidates appearing on the ballot in a non-partisan general election is equal to or less than the number of candidates to be elected to the office, the candidates' names are listed alphabetically.)

- Candidate names are rotated on **partisan primary ballots** in cases where the number of candidates a party has running for an office exceeds the number of candidates to be elected to the office. (The names are listed alphabetically in cases where the number of candidates a party has running for an office is equal to or less than the number of candidates to be elected to the office.)

- Candidate names are *not* rotated on **partisan general election ballots.** (In cases where there is more than one candidate to be elected to an office in a partisan general election, the candidates are listed alphabetically under each party.)

Rotation procedure: Candidate rotations are arranged by the printer and the election official responsible for printing the ballot. As a starting point, the candidates' names are placed in alphabetical order and are rotated by precinct. With each subsequent rotation, the name in the first position (top of column) is shifted to the last position (bottom of column). The rotations must be carefully planned to ensure that the various precinct rotations are – to the extent possible – evenly distributed throughout the village, city, township or county.

In elections involving federal, state and county offices, candidate names are rotated on a countywide basis. Rotation begins with the cities and continues with each township. Beginning with the cities and continuing through each township, rotation is arranged in alphabetical order based on the name of the jurisidiction, i.e., if the county is composed of only one city and four townships and each jurisdiction has only one precinct, the rotation is as follows:

City A: Precinct 1 = Rotation A

Township A: Precinct 1 = Rotation B
Township B: Precinct 1 = Rotation C
Township C: Precinct 1 = Rotation D
Township D: Precinct 1 = Rotation E

If the county is composed of one city and four townships that each have multiple precincts, the rotation is as follows:

City A: Precinct 1 = Rotation A
                 Precinct 2 = Rotation B
                 Precinct 3 = Rotation C
                 Precinct 4 = Rotation D
                 Precinct 5 = Rotation E

Township A: Precinct 1 = Rotation F
                 Precinct 2 = Rotation G
                 Precinct 3 = Rotation H

Township B: Precinct 1 = Rotation I
                 Precinct 2 = Rotation J

Township C: Precinct 1 = Rotation K
                 Precinct 2 = Rotation L
                 Precinct 3 = Rotation M
                 Precinct 4 = Rotation N

Township D: Precinct 1 = Rotation O
                 Precinct 2 = Rotation P
                 Precinct 3 = Rotation Q

Rotation Procedures for Absent Voter Counting Boards: (MCL: 268.569(a) (2)) If absent voter counting boards are used, each ballot form which contains identical offices and names shall be considered a separate precinct for the purposes of rotation. Therefore, if the county is composed of one city and four townships that each have multiple precincts and have established one or more absent voter counting boards for the processing of absent voter ballots, the rotation is as follows:

City A: Precinct 1 = Rotation A
                 Precinct 2 = Rotation B
                 Precinct 3 = Rotation C
                 Precinct 4 = Rotation D
                 Precinct 5 = Rotation E
      AVCB Precinct 6 = Rotation F
      AVCB Precinct 7 = Rotation G

Township A: Precinct 1 = Rotation H
                 Precinct 2 = Rotation I
                 Precinct 3 = Rotation J
      AVCB Precinct 4 = Rotation K

Township B: Precinct 1 = Rotation L
                 Precinct 2 = Rotation M
      AVCB Precinct 3 = Rotation N

Township C: Precinct 1 = Rotation O
              Precinct 2 = Rotation P
              Precinct 3 = Rotation Q
              Precinct 4 = Rotation R
         AVCB Precinct 5 = Rotation S
         AVCB Precinct 6 = Rotation T

Township D: Precinct 1 = Rotation U
              Precinct 2 = Rotation V
              Precinct 3 = Rotation W
         AVCB Precinct 4 = Rotation X

EXCEPTION: When the position of **DELEGATE TO COUNTY CONVENTION** appears on the August primary ballot, the typical rotation scenario as described above, does not apply. In this case, the order in which candidate names appear on the absent voter ballots may be identical to the order in which they appear on the ballots prepared for each corresponding precinct.

XIX.   Sample Ballots

Included in this document as APPENDIX B, are sample ballots which have been prepared to reflect a variety of "mock" Michigan election types including: 1) an open primary 2) a general election 3) a special election 4) a city primary election 5) a village election and 6) a May election. Each sample reflects the applicable legal standards presented in this document and is provided as a visual reference.

XX.   "Summary" - Technical Standards

This section is devoted to the technical standards that are specific to each of the optical scan voting systems in use in Michigan. Included is a "summary" of the ballot production standards distributed by Election Systems & Software (M100 and M650 tabulators), Sequoia (Optech Insight tabulator) and Diebold Election Systems, Inc. (AccuVote OS tabulator). The technical standards are voting system specific and must be closely adhered to when preparing ballots for use with these systems.

It merits note that the ballot production summary information presented in this section is not intended, nor should it be used, as a replacement to the information contained in the full ballot production standards documents which are distributed by, and are the responsibility of, the above referenced vendors. All questions regarding the technical standards should be directed to the manufacturer of the voting system involved.

"Summary" – M100 Ballot Specifications

1.   **Printing M100 and M650 Ballots**

ES&S calibrates scanners to read a ballot with specific characteristics. Make sure the ballot paper, ballot dimensions, cut marks, restricted zones and ballot ink meet the precise requirements of the ES&S scanning equipment.

2.   **Ballot Stock Specifications**

ES&S is not responsible for the performance of the ballot if a substitute paper is used without specific approval from ES&S.

Recommended paper is ES&S certified, custom manufactured 80 lb. Wausau OPT Opaque White. Weyerhaeuser OPT is a certified stock.

Grain Direction on the finished ballot: Long
Basis Weight: 80# text weight (36.2874 kg)
Thickness: 0.0061 in. (0.015494 cm)
Smoothness: 130 Sheffields
Moisture: 5.5 percent
Opacity: 97.0
Brightness: 92-94
P.P.I.: 338

3.   **Printing Ballot Text**

Ballots printed for model 100 and 650 tabulators can be printed using commercial grade ink. The ink density should stay within a range of 1.15 to 1.25. Do not use powder or varnish.

4.   **Scoring and Folding Ballots**

It is not recommended that you score these ballots before folding them. A folding machine should be used to expedite the process. In addition, roller pressures should be reduced to about 2-3 thickness of code stock. **DO NOT** fold across ovals. Scoring followed by folding may result in the ballot separating at the score/fold line.

5.   **Perforating and Numbering Ballot Stubs**

A ballot stub is a non-readable portion of the ballot that election workers remove at the polling place for auditing purposes. Stubs usually contain at least one identification number used to audit ballots that have been cast. Ballots should be perforated for easy separation of the stub. Use a micro-perfing wheel to place perforations on the ballot for one 3-inch (7.62-cm) stub or two 1.5-inch (3.81-cm) stubs.

Notes:

Two sided ballots: In elections where most ballots are printed on a single side; if a single precinct has a ballot that is printed duplex, all precincts must be printed duplex. ES&S code stock is already printed duplex.

Registration Checks: A Mylar overlay may be used to verify proper alignment of the target ovals and check boxes on the ballot.

Protect the edges of the ballots from damage or curling. Damaged edges or curling leads to ballot jamming in the scanners.

"Summary" – Optech Insight Ballot Specifications

1. **Ballot Specifications**

    The Optech Insight is used in a wide range of environmental conditions with temperature variations between 40 to 100 degrees Fahrenheit and relative humidity between 10 to 90 percent.

    This varied operating environment, coupled with the strict dimensional requirements of the high-speed voting systems, requires using a dimensionally stable index ballot stock with uniform thickness.

2. **Ballot Criteria**

    2.1. **Ballot Length & Width**

    When trimmed, ballots should be square and accurate in size. The following trimmed ballot sizes are for ballots without stubs and are listed for the Optech Insight.

    Ballot Length - 14.0-22.0 inches (+0.25, -0.10)
    Ballot Width -   9.75 inches ($\pm$0.0014)
                      6.720 inches ($\pm$0.0014)
                      3.690 inches ($\pm$0.0014)

    For maximum throughput performance, the Ballot Length for the Optech Insight is 14 inches.

    2.2. **Ballot Caliper (Thickness)**

    Measurements for ballot caliper shall be made at the same temperature and relative humidity as the election conditions after 1 hour of conditioning of ballot stock. Conditioning of Ballot Stock, and shall be as follows:

    - 0.008 to 0.009 inch (typical)
    - 0.0075 inch (minimum)

- 0.0100 inch (maximum)

Techniques that change the caliper in the ballot image area shall not be used.

These include:

- Embossing, embellishing, or die-cutting the ballot
- Affixing metallic foils (gold, silver, etc) to the ballot
- Punching holes in the ballot

Ballot caliper must be checked on every lot of ballot stock.

3. Cut Lines

Each ballot stack shall have an "Edge View of Stack of Ballots". This cut line edge view assures that the cut lines have been printed and trimmed correctly. There shall be no cut line along the width of the ballot at the top or bottom ballot edge.

4. Ballot Stock (Paper)

All ballot stock shall be free from the following:

- Buckles
- Puckers
- Wave
- Curl
- Loose pigments or loosely bonded fibers on the surface.

Ballot stock shall have adequate pick resistance and shall not blister, delaminate, or split when ink is transferred from the printing plate or blanket. Ballot stock should be evenly cut with smooth even edges and shall not be spliced.

4.1. Approved Ballot Stock

The following is the manufacturer's specification for **Springhill Index** stock:

Manufacturer   International Paper Company
                             2 Manhattanville Road
                             Purchase, New York 10577
Stock Name   Springhill Index
Basis Weight   110 lb.
Caliper (thickness)   0.0093 inch ± 0.0005 inch
Basis Size   25.5 X 30.5 inches
Standard Sheet Sizes and Grain Direction
                             8.5 X 11.0 inches L
                             11.0 X 17.0 inches L
                             17.5 X 22.5 inches L
                             20.5 X 24.75 inches L
                             22.5 X 28.5 inches L

	25.5 X 30.5 inches L
	30.5 X 25.5 inches S
	22.5 X 35.0 inches L
	24.0 X 36.0 inches L
Standard Colors	White is the only color to be used for official Michigan Ballots.
Moisture Content	6% ± 1%
Hydrogen Ion Concentration (pH)	
	5.3 (Hot Extract Method)
Dimensional Stability	Expansion/contraction with humidity change over the range from 20 to 75% relative humidity at 73 degrees Fahrenheit:
Grain Direction	0.25%
Cross-Grain	0.70%
Smoothness (Sheffield)	105 Sheffields
Stiffness (Taber)	With-grain -- 36 g/cm
	Cross-grain -- 20g/cm
Curl	0.12 inch (At equilibrium between 20 to 75% relative humidity, with a 3.25 inch X 7.375 inch sample)

4.2. Conditioning of Ballot Stock

- Ballot stock shall be conditioned at least 48 hours before printing. Typically 96 to 168 hours of conditioning in the pressroom is sufficient.
- If there is more than a 25-degree Fahrenheit or 20% relative humidity difference between the pressroom and the expected election environment, the ballot stock shall be conditioned under the expected election conditions.
- Printed ballots shall not expand or contract out of specification.

5. Ballot Ink

- All ballot ink printing must be solid and dense without any voids, breakthroughs, dirt or foreign particles or gray tones.
- The ink should not be smeared, smudged, or sprayed during printing or subsequent handling.
- Always test the ink both on the press and after it has dried on the ballot. Test trimmed, printed ballots in the Optech Insight.

5.1. Black Ink

- The machine-readable components for all Optech Insight ballots must be printed with high-quality, flat, carbon-based black ink.
- Sequoia Voting Systems recommends Gans No. 31981 or similar.
- Appropriate driers may be added to the ink to prevent offsetting of ink during shearing or handling after minimum drying time.

5.2. Black Ink Density and Print Quality

- The black ink density of a dry printed ballot should be verified with a reflection densitometer to be at least 1.5 (log density) darker than the density reading for the ballot stock.
- Black ink density should be uniform within the ballot image area.
- The density at the top, middle, and bottom should be the same, and should be at least 1.5 (log density) darker than the ballot stock (paper) base.
- As you read the ballot from top to bottom, there shall be no ink fade, bleed, or
- graying.
- Each black image should be crisp and sharp and show no signs of blurring, overprints, or image shift.
- There shall be no white or graying spots in the black ink.
- There shall be no smears, offsets, or bleeds in the active voting areas of the ballot.

6. Folds: For Absentee Ballots

- **Important:** Vertical folds shall not be used.
- Ballots shall only be folded along their width on a pre-scored line.
- The caliper along the ridge formed by the fold shall not be greater than 0.013 inch thick.

6.1. Score Lines

- No score line shall interfere with any voting arrow either above or below the score line.
- No score shall cut the ballot along the score line.
- The score line must be positioned so as not to touch any voting arrow on either side of the ballot.
- The fold distance from the top/bottom ballot edge to the first/nearest fold shall be at least 4.0 inches.

7. Stubs

- Stubs shall be 2 inches in length and as wide as the ballot width.

Additional Vendor Note: While a 2" stub is acceptable, typically in Michigan a 1" stub is used. The stub can be longer to accommodate instructions or other information, but must be removed prior to inserting into tabulator.

- No cut line shall begin or end at the ballot edge. There shall always be at least 0.050 inch of uncut ballot stock at each ballot edge. (This edge prevents the Stub from curling and prevents the stub from prematurely being torn or frayed from the ballot.)
- The perforation cut line shall directly overlay the top or bottom 0.0035 inch wide cut line extensions.

- The stub must be outside the top or bottom ballot text area.
- Two registration targets shall be placed outside the stub trim area and shall directly align with registration targets on the ballot outside the ballot trim area.
- Stubs shall be clean and not contain any of the following:
- Ink splatters
- Hickeys
- Dirt
- Smears
- Smudges

One or two stubs can be added to the one end of any Optech ballot.

7.1. Slit/Perforation Type

There are two approved slit/perforation types that may be used:

- First slit/perforation type
- Second slit/perforation type

This leaves two 1.30-inch and two 1.725-inch areas for perforation.

7.1.1. First slit/perforation type

The first slit/perforation begins 0.050 inches in from both ballot edges and contains a clean knife cut that ends 1.30 inches in from each side. This leaves 7.05 inches for perforation, using the slit patterns discussed in Appendix B.6.4.2: Slit Patterns.

7.1.2. With the ballot front face up

Design begins 1.30 inches in from the right and ends 1.30 inches in from the left and utilizes a 0.22-inch knife cut with a gap of approximately 0.020 inch between cuts. This will yield 4 perforations to the inch.

7.1.3. Second slit/perforation type

The second slit/perforation begins 0.050 inches in from both ballot edges and contains three clean knife cuts as follows—With the ballot front face up:

- First slit/perforation begins 1.350 inches in from the right and ends 2.550 inches in from the right.
- Second slit/perforation begins 4.275 inches in from the right and ends 5.475 inches in from the right.
- Third slit/perforation begins 7.20 inches in from the right and ends 8.400 inches from the right.

7.2. Serialization

- When numbering ballots, the numbers must be in sequential order and serialized according to the user jurisdiction procurement document.
- Numbers shall not bleed into the active voting area of the ballot.
- The top and bottom margins shall be 0.25 inch.
- The right and left margins should be 0.25 to 0.5 inch, depending on the ballot width and text matter.
- For bottom stubs, SVS recommends setting numbers flush left with secondary text 2-point leaded and flush left on the stub.
- For top stubs, SVS recommends setting numbers flush right with secondary text 2-point leaded and flush left on the stub.

8. Ballot Edges

- All ballot edges shall be cut at a right angle to the ballot stock.
- Each ballot edge shall be smooth and free from burrs, chad, and paper residue.
- All Ballot Edges shall fall between two straight parallel lines 0.003 inch apart.
- Opposite ballot edges shall be parallel to within 0.003 inch.
- All corners formed by adjacent ballot edges shall be 90 degrees + 1 degree.

Leading ballot edges shall not contain the following:

- Flare
- Delaminate
- Bend
- Tear

If the leading ballot edge contains flares, the flares can be caught in the feeding mechanism of the Optech Insight, which will tear the ballot.

9. Ballot Curl

The maximum allowable ballot curl shall be 0.040 inch per inch in any direction.

"Summary" AccuVote-OS Ballot Specifications

2. Ballot Characteristics

2.1. Materials

The ballot shall be constructed with long grain **Index** card stock. No embossed or printed patterns or smudges shall be present. The ballot stock is NOT to be 'pre-scored' for folds prior to press printing. See section 7 (AccuVote-OS Ballot Specifications), Folds and Ballot Scoring for ballot scoring specifications.

Additional Vendor Note: Red ovals can be used and are sometimes preferable because they can be thicker than black ovals. The scanner does not read red ink.

2.2. Basis weight

The weight of the paper stock should be 90 lb. (Index).

2.3. Physical dimensions

The physical ballot size and tolerances are as follows:

Width 8.500 in. + 0.030 in. - 0.020 in.
Length 11.000 in. + 0.060 in. - 0.000 in.
14.000 in. + 0.060 in. - 0.000 in.
17.000 in. + 0.060 in. - 0.000 in.
18.000 in. + 0.060 in. - 0.000 in.
Thickness (Caliper) 0.0070 in. to 0.0085 in. $\pm$ 0.0005 in.

NOTE: Thickness dimensions are in ten thousandths of an inch precision, NOT one thousandths of an inch.

2.4. Ballot cutting

The cutting of the ballot must be kept within the printed 'cut tolerance marks' as shown in Figure 1 of the AccuVote-OS Ballot Specifications Manual. These marks are 0.030 in. (approximately 1/32 in.) wide by 0.125 in. (1/8 in.) long. They specify the four corners of the ballot **on both sides**. When the ballot is cut to its proper size, a small portion of these marks (approx. 0.010 in.) **MUST** still be present on all four corners of the ballot's edges **on both sides of the ballot**. Accurate front to back registration of the printed image will improve the vendor's ability to meet the ballot cutting specifications.

2.5. Ballot curl

The curl of the ballot shall be measured from a flat reference surface. The maximum allowable curl of the ballot measured from the flat surface to the most protruding point of curl on the ballot is **0.050 in.** This dimension applies to the ballot in both face up and face down orientations.

3. Printing

3.1. Black ink

Black ink is used to print critical data elements such as the timing marks, diagnostic marks, and ballot ID marks. Black ink can also be used to print the voting position ovals. Black ink shall have a maximum reflectance of 5% at 620-nanometer wavelength (visible light) and at 940-nanometer wavelength (infra-red light). Ink normally containing a significant amount of black carbon in its formula

should be able to meet this requirement, but it is recommended that the vendor use a reflective densitometer to check that the color is within specified tolerances prior to producing the ballots.

NOTE: Reflectance measurements are referenced to 100% absolute white (i.e., not paper white.)

4.   Folds and Ballot Scoring

Scoring for folded ballots must occur in between timing marks. Scoring cannot occur anywhere on the timing marks. The scoring must align with the equal and opposite side of the ballot. For example, if the score was to start in between the 10th and 11th timing mark on the left side of the ballot, the score must then end in between the 10th and 11th timing mark on the right side of the ballot. This alignment must also occur on the reverse side of the ballot. Accurate printed image registration and ballot cutting will improve the vendor's ability to meet the specifications for ballot scoring.

NOTE: The location of score lines on the template is for convenience. Scores should be placed on the ballot to accommodate local envelope sizes. It should be noted that the fewer folds on the ballot, the better. Additionally, ballots may NOT be press printed on 'pre-scored' ballot stock.

5.   Perforations and Stubs

Perforations for stubs can only exist on the top or bottom edge of the ballot. The line of perforations must be perpendicular to the side edges of the ballot (i.e., they cannot be skewed.) Perforations for creating a stub at one end of the ballot must not compromise the Ballot Length Dimensions when the ballot is separated from the stub nor can it compromise the calibration zone specifications.

Ballots must be separated from any stubs prior to processing the ballot through the optical scanning device. The perforations will have such characteristics that they do not create any debris after the ballot is separated from the stub. After a ballot is separated from the stub, the remaining perforation edge on the ballot will not have any material remaining that could fold over or otherwise cause interference with the processing of the ballot through the optical scanning device.

Additional Vendor Note: A 10 – 11 point (teeth per inch - TPI) perf wheel should always be used. A 9-point (TPI) perf wheel will produce marginal results. The 8 point (TPI) or below perf wheel may result in tabulator problems.

Green Party

Libertarian Party

Democratic Party

U.S. Taxpayers Party

Republican Party

Natural Law Party

SAMPLE BALLOTS

OFFICIAL BALLOT
Primary Election
Tuesday, August X, XXXX
Sample County, Michigan
Sample Township, Precinct Number

TO VOTE: *{for arrow style ballots}* Complete the arrow opposite each choice as shown: **[insert graphic here].**
    {for oval style ballots} Completely darken the oval opposite each choice as shown: **[insert graphic here].**

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: There are two party sections on the ballot: Republican Party and Democratic Party. Select the party section of your choice.
YOU MAY VOTE IN ONE PARTY SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.

SPECIAL GENERAL ELECTIONS held to fill partial terms must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and *{completely darken the oval} {complete the arrow}.* Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

PARTISAN SECTION ⬇ VOTE ONLY 1 PARTY SECTION ⬇		NONPARTISAN SECTION
REPUBLICAN PARTY SECTION	**DEMOCRATIC PARTY SECTION**	**JUDICIAL**
		JUDGE OF PROBATE COURT INCUMBENT POSITION Vote for not more than 1
CONGRESSIONAL	**CONGRESSIONAL**	
UNITED STATES SENATOR Vote for not more than 1	**UNITED STATES SENATOR** Vote for not more than 1	**Judicial Candidate** Judge of Probate Court *{GRAPHIC}*
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	**Judicial Candidate** *{GRAPHIC}*
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	**Judicial Candidate** *{GRAPHIC}*
{GRAPHIC}	*{GRAPHIC}*	*{GRAPHIC}*
REPRESENTATIVE IN CONGRESS 1ST DISTRICT Vote for not more than 1	**REPRESENTATIVE IN CONGRESS 1ST DISTRICT** Vote for not more than 1	**SPECIAL GENERAL ELECTION**
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	**TOWNSHIP**
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	**SUPERVISOR Partial Term Ending XX/XX/XXXX** Vote for not more than 1
{GRAPHIC}	*{GRAPHIC}*	**Candidate** Republican *{GRAPHIC}*
		Candidate Democratic *{GRAPHIC}*
		{GRAPHIC}

LEGISLATIVE	LEGISLATIVE	CLERK Partial Term Ending XX/XX/XXXX Vote for not more than 1
REPRESENTATIVE IN STATE LEGISLATURE 1st DISTRICT Vote for not more than 1	**REPRESENTATIVE IN STATE LEGISLATURE** 1st DISTRICT Vote for not more than 1	Candidate *{GRAPHIC* Republican
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}* Democratic
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	*{GRAPHIC}*
{GRAPHIC}	*{GRAPHIC}*	**TREASURER** Partial Term Ending XX/XX/XXXX Vote for not more than 1
COUNTY	COUNTY	Candidate *{GRAPHIC}* Republican
PROSECUTING ATTORNEY Vote for not more than 1	**PROSECUTING ATTORNEY** Vote for not more than 1	Candidate *{GRAPHIC}* Democratic
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	*{GRAPHIC}*
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	**TRUSTEE** Partial Term Ending XX/XX/XXXX Vote for not more than 2
{GRAPHIC}	*{GRAPHIC}*	Candidate *{GRAPHIC}* Republican
SHERIFF Vote for not more than 1	**SHERIFF** Vote for not more than 1	Candidate *{GRAPHIC}* Republican
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}* Democratic
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}* Democratic
{GRAPHIC}	*{GRAPHIC}*	*{GRAPHIC}*
CLERK/REGISTER OF DEEDS Vote for not more than 1	**CLERK/REGISTER OF DEEDS** Vote for not more than 1	*{GRAPHIC}*
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	
Candidate *{GRAPHIC}*	Candidate *{GRAPHIC}*	
{GRAPHIC}	*{GRAPHIC}*	

PARTISAN SECTION - CONTINUED		PROPOSAL SECTION
REPUBLICAN PARTY SECTION	**DEMOCRATIC PARTY SECTION**	**COUNTY**

REPUBLICAN PARTY — COUNTY		DEMOCRATIC PARTY — COUNTY		PROPOSAL SECTION
COUNTY		**COUNTY**		**SAMPLE COUNTY PROPOSAL**

REPUBLICAN PARTY SECTION

COUNTY

TREASURER
Vote for not more than 1

Candidate	{GRAPHIC}
Candidate	{GRAPHIC}
	{GRAPHIC}

DRAIN COMMISSIONER
Vote for not more than 1

Candidate	{GRAPHIC}
Candidate	{GRAPHIC}
	{GRAPHIC}

COUNTY COMMISSIONER
1ST DISTRICT
Vote for not more than 1

Candidate	{GRAPHIC}
Candidate	{GRAPHIC}
	{GRAPHIC}

TOWNSHIP

SUPERVISOR
Vote for not more than 1

| Candidate | {GRAPHIC} |
| | {GRAPHIC} |

CLERK
Vote for not more than 1

| Candidate | {GRAPHIC} |
| | {GRAPHIC} |

TREASURER
Vote for not more than 1

| Candidate | {GRAPHIC} |
| | {GRAPHIC} |

DEMOCRATIC PARTY SECTION

COUNTY

TREASURER
Vote for not more than 1

Candidate	{GRAPHIC}
Candidate	{GRAPHIC}
	{GRAPHIC}

DRAIN COMMISSIONER
Vote for not more than 1

Candidate	{GRAPHIC}
Candidate	{GRAPHIC}
	{GRAPHIC}

COUNTY COMMISSIONER
1st DISTRICT
Vote for not more than 1

Candidate	{GRAPHIC}
Candidate	{GRAPHIC}
	{GRAPHIC}

TOWNSHIP

SUPERVISOR
Vote for not more than 1

| Candidate | {GRAPHIC} |
| | {GRAPHIC} |

CLERK
Vote for not more than 1

| Candidate | {GRAPHIC} |
| | {GRAPHIC} |

TREASURER
Vote for not more than 1

| Candidate | {GRAPHIC} |
| | {GRAPHIC} |

PROPOSAL SECTION

COUNTY

SAMPLE COUNTY PROPOSAL

Shall all county parks close at dusk on evenings with a full moon?

| YES | {GRAPHIC} |
| NO | {GRAPHIC} |

SAMPLE COUNTY PROPOSAL

Shall all county parks close at dusk on evenings with a full moon?

| YES | {GRAPHIC} |
| NO | {GRAPHIC} |

LOCAL SCHOOL DISTRICT

SAMPLE SCHOOL DISTRICT PROPOSAL

Shall a school dress code be implemented to include skirts for girls and ties for boys?

| YES | {GRAPHIC} |
| NO | {GRAPHIC} |

DISTRICT LIBRARY

SAMPLE DISTRICT LIBRARY PROPOSAL

Shall comic books be included as part of the library's permanent collection?

| YES | {GRAPHIC} |
| NO | {GRAPHIC} |

TRUSTEE Vote for not more than 4		TRUSTEE Vote for not more than 4	
Candidate	{GRAPHIC}	Candidate	{GRAPHIC}
Candidate	{GRAPHIC}	Candidate	{GRAPHIC}
	{GRAPHIC}		{GRAPHIC}
	{GRAPHIC}		{GRAPHIC}
	{GRAPHIC}		{GRAPHIC}
	{GRAPHIC}		{GRAPHIC}
DELEGATE		**DELEGATE**	
DELEGATE TO COUNTY CONVENTION Vote for not more than 2		**DELEGATE TO COUNTY CONVENTION** Vote for not more than 3	
Candidate	{GRAPHIC}	Candidate	{GRAPHIC}
Candidate	{GRAPHIC}	Candidate	{GRAPHIC}
	{GRAPHIC}	Candidate	{GRAPHIC}
	{GRAPHIC}		{GRAPHIC}
			{GRAPHIC}
			{GRAPHIC}

VOTE BOTH FRONT AND BACK OF BALLOT
Printed by Authority of the Sample County Election Commission

OFFICIAL BALLOT
General Election
Tuesday, November X, XXXX
Sample County, Michigan
Sample Township, Precinct Number

TO VOTE: {for arrow style ballots} Complete the arrow pointing to each choice as shown: [insert graphic here].
{for oval style ballots} Completely darken the oval opposite each choice as shown: [insert graphic here].

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

Straight Ticket: Vote the party of your choice. Nothing further need be done in the partisan section.

Split Ticket: You may vote a straight ticket AND vote for individual candidates of your choice.

Mixed Ticket: Vote for the individual candidates of your choice in each office.

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and {completely darken the oval} {complete the arrow}. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

PARTISAN SECTION	REPRESENTATIVE IN CONGRESS 1ST DISTRICT Vote for not more than 1	MEMBER OF MICHIGAN STATE UNIVERSITY BOARD OF TRUSTEES Vote for not more than 2
STRAIGHT PARTY TICKET Vote for not more than 1		
Republican Party {GRAPHIC}	Candidate {GRAPHIC} Republican	Candidate {GRAPHIC} Republican
Democratic Party {GRAPHIC}	Candidate {GRAPHIC} Democratic	Candidate {GRAPHIC} Republican
Green Party {GRAPHIC}	Candidate {GRAPHIC} Green	Candidate {GRAPHIC} Democratic
U.S. Taxpayers Party {GRAPHIC}	{GRAPHIC}	Candidate {GRAPHIC} Democratic
Libertarian Party {GRAPHIC}	**LEGISLATIVE**	Candidate {GRAPHIC} Green
Natural Law Party {GRAPHIC}	**STATE SENATOR** 1ST DISTRICT Vote for not more than 1	Candidate {GRAPHIC} Green
STATE	Candidate {GRAPHIC} Republican	{GRAPHIC}
GOVERNOR AND LIEUTENANT GOVERNOR Vote for not more than 1	Candidate {GRAPHIC} Democratic	{GRAPHIC}
Governor Candidate Lt. Governor Candidate {GRAPHIC} Republican	Candidate {GRAPHIC} Green	**MEMBER OF WAYNE STATE UNIVERSITY BOARD OF GOVERNORS** Vote for not more than 2
Governor Candidate Lt. Governor Candidate {GRAPHIC} Democratic	{GRAPHIC}	Candidate {GRAPHIC} Republican
Governor Candidate Lt. Governor Candidate {GRAPHIC} Green	**REPRESENTATIVE IN STATE LEGISLATURE** 1ST DISTRICT Vote for not more than 1	Candidate {GRAPHIC} Republican

Governor Candidate **Lt. Governor Candidate** U.S. Taxpayers {GRAPHIC}	**Candidate** Republican {GRAPHIC}	**Candidate** Democratic {GRAPHIC}
Governor Candidate **Lt. Governor Candidate** Libertarian {GRAPHIC}	**Candidate** Democratic {GRAPHIC}	**Candidate** Democratic {GRAPHIC}
{GRAPHIC}	**Candidate** Green {GRAPHIC}	**Candidate** Green {GRAPHIC}
SECRETARY OF STATE Vote for not more than 1	{GRAPHIC}	**Candidate** Green {GRAPHIC}
Candidate Republican {GRAPHIC}	**STATE BOARDS**	{GRAPHIC}
Candidate Democratic {GRAPHIC}	**MEMBER OF** **STATE BOARD OF EDUCATION** Vote for not more than 2	{GRAPHIC}
Candidate Green {GRAPHIC}	**Candidate** Republican {GRAPHIC}	**COUNTY**
{GRAPHIC}	**Candidate** Republican {GRAPHIC}	**COUNTY COMMISSIONER** **1ST DISTRICT** Vote for not more than 1
ATTORNEY GENERAL Vote for not more than 1	**Candidate** Democratic {GRAPHIC}	**Candidate** Republican {GRAPHIC}
Candidate Republican {GRAPHIC}	**Candidate** Democratic {GRAPHIC}	**Candidate** Democratic {GRAPHIC}
Candidate Democratic {GRAPHIC}	**Candidate** Green {GRAPHIC}	**Candidate** Green {GRAPHIC}
Candidate Green {GRAPHIC}	**Candidate** Green {GRAPHIC}	{GRAPHIC}
{GRAPHIC}	{GRAPHIC}	**NONPARTISAN SECTION**
CONGRESSIONAL	{GRAPHIC}	**JUDICIAL**
UNITED STATES SENATOR Vote for not more than 1	**MEMBER OF UNIVERSITY OF** **MICHIGAN BOARD OF REGENTS** Vote for not more than 2	**JUSTICE OF SUPREME COURT** Vote for not more than 2
Candidate Republican {GRAPHIC}	**Candidate** Republican {GRAPHIC}	**Candidate** Justice of Supreme Court {GRAPHIC}
Candidate Democratic {GRAPHIC}	**Candidate** Republican {GRAPHIC}	**Candidate** Justice of Supreme Court {GRAPHIC}
Candidate Green {GRAPHIC}	**Candidate** Democratic {GRAPHIC}	**Candidate** {GRAPHIC}
{GRAPHIC}	**Candidate** Democratic {GRAPHIC}	**Candidate** {GRAPHIC}
	Candidate Green {GRAPHIC}	{GRAPHIC}
	Candidate Green {GRAPHIC}	{GRAPHIC}
	{GRAPHIC}	**JUDGE OF COURT OF APPEALS** **1ST DISTRICT** **INCUMBENT POSITION** Vote for not more than 2
	{GRAPHIC}	**Candidate** Judge of Court of Appeals {GRAPHIC}
		Candidate Judge of Court of Appeals {GRAPHIC}
		{GRAPHIC}
		{GRAPHIC}

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

JUDGE OF COURT OF APPEALS **1ST DISTRICT** **INCUMBENT POSITION** Partial Term Ending XX/XX/XXXX Vote for not more than 1	**PROPOSAL SECTION**	**LOCAL SCHOOL DISTRICT**
Candidate {GRAPHIC} Judge of Court of Appeals	**STATE**	**SAMPLE SCHOOL DISTRICT PROPOSAL** Exact wording and formatting will be supplied by the school district. YES {GRAPHIC} NO {GRAPHIC}
{GRAPHIC}	**PROPOSAL XX-X** Exact wording and formatting will be supplied by the Bureau of Elections, State of Michigan. YES {GRAPHIC} NO {GRAPHIC}	
JUDGE OF CIRCUIT COURT **1st DISTRICT** **INCUMBENT POSITION** Vote for not more than 1		
Candidate {GRAPHIC} Judge of Circuit Court		**COMMUNITY COLLEGE**
Candidate {GRAPHIC}	**PROPOSAL XX-X** Exact wording and formatting will be supplied by the Bureau of Elections, State of Michigan. YES {GRAPHIC} NO {GRAPHIC}	**SAMPLE COMMUNITY COLLEGE PROPOSAL** Exact wording and formatting will be supplied by the college. YES {GRAPHIC} NO {GRAPHIC}
{GRAPHIC}		
JUDGE OF PROBATE COURT **NON-INCUMBENT POSITION** Vote for not more than 1		
Candidate {GRAPHIC}	**COUNTY**	**INTERMEDIATE SCHOOL DISTRICT**
Candidate {GRAPHIC}	**COUNTY PROPOSAL** Exact wording and formatting will be supplied by the county. YES {GRAPHIC} NO {GRAPHIC}	**SAMPLE INTERMEDIATE SCHOOL PROPOSAL** Exact wording and formatting will be supplied by the school district. YES {GRAPHIC} NO {GRAPHIC}
{GRAPHIC}		
JUDGE OF DISTRICT COURT **1ST DISTRICT, 2ND DIVISION** **INCUMBENT POSITION** Vote for not more than 1		
Candidate {GRAPHIC} Judge of District Court	**TOWNSHIP**	**DISTRICT LIBRARY**
{GRAPHIC}	**TOWNSHIP PROPOSAL** Exact wording and formatting will be supplied by the township. YES {GRAPHIC} NO {GRAPHIC}	**SAMPLE DISTRICT LIBRARY PROPOSAL** Exact wording and formatting will be supplied by the library. YES {GRAPHIC} NO {GRAPHIC}
COMMUNITY COLLEGE		
COMMUNITY COLLEGE **BOARD OF TRUSTEES MEMBER** Vote for not more than 1	**VILLAGE**	
Candidate {GRAPHIC}	**SAMPLE VILLAGE PROPOSAL** Exact wording and formatting will be supplied by the village. YES {GRAPHIC} NO {GRAPHIC}	
{GRAPHIC}		

OFFICIAL BALLOT
Special Election
Tuesday, Month X, XXXX
Sample County, Michigan
Sample City, Precinct Number

TO VOTE: {for arrow style ballots} Complete the arrow pointing to each choice with a single bold line as shown: [insert graphic here].
{for oval style ballots} Completely darken the oval opposite each choice as shown: [insert graphic here].

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

LOCAL SCHOOL DISTRICT

SAMPLE SCHOOL DISTRICT PROPOSAL

Exact wording and formatting will be supplied by the School District

YES   {GRAPHIC}

NO   {GRAPHIC}

INTERMEDIATE SCHOOL DISTRICT

SAMPLE INTERMEDIATE SCHOOL DISTRICT PROPOSAL

Exact wording and formatting will be supplied by the School District

YES   {GRAPHIC}

NO   {GRAPHIC}

VOTE BOTH FRONT AND BACK OF BALLOT
Printed By Authority of the Sample County Election Commission

OFFICIAL BALLOT
City Primary
Tuesday, Month X, XXXX
Sample County, Michigan
Sample City, Precinct Number

TO VOTE: {for arrow style ballots}   Complete the arrow pointing to each choice as shown: **[insert graphic here].**
                {for oval style ballots}   Completely darken the oval opposite each choice as shown: **[insert graphic here].**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and {completely darken the ova} {complete the arrow}. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

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NONPARTISAN SECTION		PROPOSAL SECTION
CITY		

MAYOR	COUNCIL MEMBER	CITY PROPOSAL
Vote for not more than 1	Vote for not more than 7	Exact wording and formatting will be supplied by the city.
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	YES {GRAPHIC} NO {GRAPHIC}
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
{GRAPHIC}	Candidate {GRAPHIC}	
CLERK	Candidate {GRAPHIC}	
Vote for not more than 1		
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
{GRAPHIC}	Candidate {GRAPHIC}	
	{GRAPHIC}	
	{GRAPHIC}	
	{GRAPHIC}	
	{GRAPHIC}	
	{GRAPHIC}	
	{GRAPHIC}	
	{GRAPHIC}	

OFFICIAL BALLOT
Village Election
Tuesday, September X, XXXX
County Name, Michigan
Village Name, Precinct Number

TO VOTE: {for arrow style ballots} Complete the arrow pointing to each choice as shown: **[insert graphic here].**
{for oval style ballots} Completely darken the oval opposite each choice as shown: **[insert graphic here].**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and {completely darken the ova} {complete the arrow}. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

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NONPARTISAN SECTION		PROPOSAL SECTION
VILLAGE	**TRUSTEE** Vote for not more than 6	**VILLAGE PROPOSAL** Exact wording and formatting will be supplied by the village.
PRESIDENT Vote for not more than 1	Candidate {GRAPHIC}	YES {GRAPHIC} NO {GRAPHIC}
	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
{GRAPHIC}	Candidate {GRAPHIC}	
CLERK Vote for not more than 1	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
Candidate {GRAPHIC}	Candidate {GRAPHIC}	
{GRAPHIC}	Candidate {GRAPHIC}	
TREASURER Vote for not more than 1	{GRAPHIC}	
Candidate {GRAPHIC}	{GRAPHIC}	
Candidate {GRAPHIC}	{GRAPHIC}	
Candidate {GRAPHIC}	{GRAPHIC}	
Candidate {GRAPHIC}	{GRAPHIC}	
{GRAPHIC}	{GRAPHIC}	

OFFICIAL BALLOT
Tuesday, May 6, 2008 Election
Sample County, Michigan
Sample Township, Precinct Number

TO VOTE: {for arrow style ballots} Complete the arrow opposite each choice as shown: **[insert graphic here].**
{for oval style ballots} Completely darken the oval opposite each choice as shown: **[insert graphic here].**

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and {completely darken the oval} {complete the arrow}. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

NONPARTISAN SECTION	PROPOSAL SECTION
LOCAL SCHOOL DISTRICT	
SCHOOL BOARD MEMBER **SAMPLE SCHOOL DISTRICT** Vote for not more than 2	**TOWNSHIP**
Candidate {GRAPHIC}	**TOWNSHIP PROPOSAL** Exact wording and formatting will be supplied by the Township.
Candidate {GRAPHIC}	
{GRAPHIC}	YES {GRAPHIC} NO {GRAPHIC}
{GRAPHIC}	**LOCAL SCHOOL DISTRICT**
SCHOOL BOARD MEMBER **SAMPLE SCHOOL DISTRICT** **Partial Term Ending XX/XX/XXX** Vote for not more than 1	**SAMPLE SCHOOL DISTRICT PROPOSAL** Exact wording and formatting will be supplied by the School District. YES {GRAPHIC} NO {GRAPHIC}
Candidate {GRAPHIC}	
Candidate {GRAPHIC}	
{GRAPHIC}	

VOTE BOTH FRONT AND BACK OF BALLOT
Printed by Authority of the Sample County Election Commission